
**AFFIRMATIVE ACTION PROGRAM FOR
DISABLED VETERANS**

FY 2000

**AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT**

&

FY 2001

**AFFIRMATIVE EMPLOYMENT PROGRAM
PLAN UPDATE**

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA)

U.S. DEPARTMENT OF COMMERCE

TABLE OF CONTENTS

	Page
Certification Page.....	ii
FY 2000 Affirmative Employment Accomplishment Report for Disabled Veterans	
Work Force Analysis	
NOAA-wide Disabled Veterans Profile.....	1
Mission-related Occupations.....	1
Occupational Categories.....	3
Employment by Grade Groupings.....	4
Recruitment Methods.....	5
Hiring Methods.....	6
Internal Advancement Methods.....	7
Monitoring and Evaluation.....	7
Noteworthy Accomplishments.....	8
FY 2001 Affirmative Employment Program Plan for Disabled Veterans	
Recruitment Methods.....	9
Hiring Methods.....	10
Internal Advancement Methods.....	10
Implementation and Monitoring.....	11
Appendices.....	12
Disabled Veterans Employment by Line/Staff Offices and NOAA-wide for FY 2000	
Disabled Veterans Employment by Mission- Related Occupations for FY 2000	
Disabled Veterans Employment Profile by Occupational Categories and Grade Groupings for FY 2000	
Accessions of Disabled Veterans for FY 2000	

AND
FY 2001 AFFIRMATIVE EMPLOYMENT PROGRAM PLAN
FOR DISABLED VETERANS

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National Oceanic and Atmospheric Administration (NOAA)
U.S. Department of Commerce

NAME OF AGENCY

Herbert C. Hoover Building, 14th Street & Constitution Avenue, NW
Washington, DC 20230

ADDRESS OF AGENCY

NUMBER OF EMPLOYEES COVERED BY THIS PLAN: 12,028

TOTAL DISABLED VETERANS: 382

**TOTAL DISABLED VETERANS WITH 30% OR
MORE DISABILITY:** 111

	(301) 713-0982 (tdd)
Helen Powell	(301) 713-0500 (voice)
NAME OF PERSON PREPARING PLAN	TELEPHONE NUMBERS

Certification: I certify that the above named Commerce Bureau: (1) has a DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) plan and the program is being implemented as required by 38 U.S.C.4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan; (3) that all field offices or installations having 500 or more employees are covered either by this or by a local plan; and (4) that such plans are available upon request from field offices or installations.

Alfred A. Corea, Director, Civil Rights Office, NOAA

NAME AND TITLE OF PRINCIPAL EEO OFFICIAL

SIGNATURE OF PRINCIPAL EEO OFFICIAL

DATE

D. James Baker, Under Secretary for Oceans and Atmosphere

NAME AND TITLE OF RESPONSIBLE OFFICIAL

SIGNATURE OF RESPONSIBLE OFFICIAL

DATE

POLICY STATEMENT

pledges to provide employment and advancement for the Nation's disabled veterans who have selflessly served our citizens and country in times of national defense.

NOAA stands proud of its record to recruit, hire, and advance disabled veterans throughout its work force. Since the passage of the Vietnam-Era Veterans Readjustment Act, NOAA has successfully provided on-the-job training for disabled veterans serving under a Veterans Readjustment Appointment Program and to those who were clients of the U.S. Department of Veterans Affairs.

Through the dedication of managers, supervisors, Human Resources and Civil Rights officials, we can continue to make strides in implementing a successful affirmative action program for disabled veterans at NOAA.

D. James Baker
Under Secretary for Oceans
and Atmosphere

October 1999

iii

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR DISABLED VETERANS
FY 2000 ACCOMPLISHMENT REPORT**

C	SUMMARY ANALYSIS OF WORK FORCE
C	RECRUITMENT METHODS
C	HIRING METHODS
C	INTERNAL ADVANCEMENT METHODS
C	MONITORING AND EVALUATION
C	NOTEWORTHY ACCOMPLISHMENTS

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SUMMARY ANALYSIS OF WORK FORCE

NOAA-wide Disabled Veterans Profile

As of the end of Fiscal Year 2000 (September 30, 2000), there were 12,028 permanent employees in the work force with 382 (3.2%) identified as disabled veterans and 111 (0.9%) being shown as 30% or more disabled. Employment levels of disabled veterans decreased by 14 and those who are 30% or more disabled decreased by 9 within the past fiscal year.

A review of the Equal Employment Opportunity (EEO) data reveals that there were 12,023 permanent employees at the end of Fiscal Year 1999 (September 30, 1999). Of that figure, 396 (3.3%) were disabled veterans and 120 (1.0%) were reported as being veterans with a 30% or more service-connected disability.

Following are significant changes in the employment status of disabled veterans during FY 2000 by mission-related occupations, occupational categories, and grade levels.

Employment in Mission-Related Occupations

Computer Specialist (Series #334)--Of the 954 employees in this series, there were 23 (2.4%) disabled veterans and 2 (0.2%) veterans with a 30% or more disability. Within the past year, the number of disabled veterans in this occupation remained the same and those who are 30% or more disabled decreased by 1. The total number of employees in this occupational series decreased by 6.

Fishery Biologist (Series #482)--Of the 801 employees in this series, there were 8 (1.0%) disabled veterans and 3 (0.4%) veterans with a 30% or more disability. Within the past year, the number of disabled veterans in this occupation increased by 3 and those with a 30% or more disability increased by 1.

SUMMARY ANALYSIS OF WORK FORCE

Employment in Mission-Related Occupations, continued

Engineering (Series #801, 819, 830, 850, 854, 855, 861)--Of the 274 aggregate employees in these series, there were 4 (1.5%) identified as disabled veterans and 1 (0.4%) identified with a 30% or more disability.

Electronics Technician (Series #856)--Of the 528 employees in

this series, there were 51 (9.7%) disabled veterans and 18 (3.4%) with a 30% or more disability. Within the past year, the number of disabled veterans in this occupation decreased by 2 and those with a 30% or more disability increased by 1.

General Physical Scientist (Series #1301)--Of the 471 employees in this series, there were 3 (0.6%) disabled veterans and 1 (0.2%) with a 30% or more disability.

Hydrologist (Series #1315)--Of the 292 employees in this series, there were 5 (1.7%) disabled veterans and 2 (0.7%) with a 30% or more disability. The number of disabled veterans and those with a 30% or more disability showed no change in representation.

Meteorologist (Series #1340)--Of the 2,625 employees in this series, there were 66 (2.5%) disabled veterans and 17 (0.7%) with a 30% or more disability. Within the past year, the number of disabled veterans in this occupation increased by 1, and those with a 30% or more disability increased by 1.

Meteorological Technician (Series #1341)--Of the 676 employees in this series, there were 70 (10.4%) disabled veterans and 22 (3.3%) with a 30% or more disability.

Oceanography (Series #1360) Of the 236 employees in this series, there was 1 (0.4%) disabled veteran. Veterans with a 30% or more disability were not represented in this occupation.

Cartographer (Series #1370)--Of the 327 employees in this series, there were 3 (0.9%) disabled veterans and 1 (0.3%) with a 30% or more disability. The number of disabled veterans and those with a 30% or more disability showed no change in representation.

SUMMARY ANALYSIS OF WORK FORCE

Employment by Occupational Categories

Professional: At the end of FY 2000, there were 6,280 employees in the professional occupational category. Disabled veterans are represented at 117 (1.9%) and veterans with a 30% or more disability are represented at 32 (0.5%). While the total number of employees in this category increased by 73, there was no change in representation of disabled veterans and those with a 30% or more disability. Examples of positions in this category are Meteorologist, Fishery Biologist, Cartographer, Attorney, and Electronics Engineer.

Administrative: Of the 2,495 employees in the administrative occupational category, disabled veterans are represented at 80 (3.2%) and veterans with a 30% or more disability are represented at 18 (0.7%). Within the past year, the number of disabled veterans in this category increased by 3 and the number of those with a 30% or more disability decreased by 4. Examples of positions in this category are Computer Specialist, Budget Analyst, and Human Resources Management Specialist.

Technical: There were 2,348 employees in the technical occupational category. Disabled veterans are represented at 157 (6.7%) and veterans with a 30% or more disability are represented at 52 (2.2%). Within the past year, the total number of employees in this occupational category decreased by 95. The number of disabled veterans in this category decreased by 13 and the number of those with a 30% or more disability decreased by 3. Examples of positions within this category are Hydro meteorological Technician, Electronics Technician, and Human Resources Assistant.

Clerical: Of the 478 employees in the clerical occupational category, disabled veterans are represented at 8 (1.7%) and veterans with a 30% or more disability are represented at 1 (0.2%). Within the past year, the total number of employees in this occupational category decreased by 38. The number of disabled veterans and those with a 30% or more disability in this category decreased by 1. Examples of positions within this category are Secretary and Office Automation Clerk.

SUMMARY ANALYSIS OF WORK FORCE

Employment by Occupational Categories, continued

Other: Of the 102 employees in the Other occupational category, disabled veterans are represented at 1 (1.0%). Veterans with a 30% or more disability are not represented. Within the past year, both the number of disabled veterans and those with a 30% or more disability in this category decreased by 1. Examples of positions within this category are Student Trainees and Guards.

Blue Collar: There were 325 employees in the blue collar occupational category. Disabled veterans are represented at 19 (5.9%) and veterans with a 30% or more disability are represented

at 8 (2.5%). Within the past year, the number of disabled veterans decreased by 2 and those with a 30% or more disability in this category showed no change in representation. The total number of employees in this occupational category decreased by 26. Blue Collar positions encompass all of those in the wage grade series such as printing press operators and electricians, as well as those employed on NOAA's vessels.

Employment by Grade Groupings

Examination of grade groupings in white collar employment reveals that disabled veterans are mainly concentrated in grades GS 9-12. However, there were 100 disabled veterans and 24 veterans with a 30% or more disability represented at the GS-13 and above grade levels. There were no disabled veterans represented in the Senior Executive Service. The average grade is GS-09. Average salary levels are reported as follows: \$58,849 for all employees, \$55,167 for disabled veterans, and \$52,213 for veterans with a 30% or more disability.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR DISABLED VETERANS

FY 2000 ACCOMPLISHMENT REPORT

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C	NOTEWORTHY ACCOMPLISHMENTS

RECRUITMENT METHODS

The recruitment methods listed below provide a summary of the various actions and initiatives taken to recruit disabled veterans. The methods also include special efforts made to recruit veterans with a 30 percent or more disability.

- (1) Advertised job vacancies on the Internet and provided job announcements to Veterans Administration (VA) offices and veterans' organizations, such as the Paralyzed Veterans of America and the Black Veterans Association.
- (2) Office of Finance and Administration (OFA), Human Resources Management Office maintains a Touch Screen Computer Kiosk. The Kiosk provides the public with access to worldwide job vacancies, employment information fact sheets, applications and forms. Additionally, HR offices advertise vacancies on the Internet (USAJOBS and Commerce Opportunities On-Line) where veteran offices/organizations have direct access to all Agency vacancies and can apply on line.
- (3) Western Administrative Support Center, Human Resources Division maintains a listing of associations, special emphasis organizations/groups, publications, college, universities and recruitment sources through web sites to be used for the distribution of vacancy announcements. This project was developed as part of the WASC Implementation Plan for OFA's Strategic Recruitment Plan for Achieving a Diverse Workplace.
- (4) The Mountain Administrative Support Center participated in career fairs and informed the public of special hiring authorities for disabled veterans.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR DISABLED VETERANS

FY 2000 ACCOMPLISHMENT REPORT

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RECRUITMENT METHODS, continued

- (5) The Eastern Administrative Support Center maintains a web site with links to information on veteran appointments.
- (6) The National Marine Fisheries Service continues to work with local Veteran's Employment Development Centers and State and Federal Affirmative Employment Coordinators to actively seek

referrals.

- (7) The Office of Oceanic and Atmospheric Research (OAR), Environmental Research Laboratory (ERL) continues to include disabled veterans and organizations to the OAR sponsored Denver Noticiero, a listing of job vacancies throughout the country.
- (8) OAR works with veteran rehabilitation counselors and centers in the referral and placement of disabled veterans.

HIRING METHODS

The following methods were used to hire disabled veterans, including those with disabilities of 30 percent or more.

- (1) The Veterans Readjustment Appointment (VRA) Authority and the Veterans Employment Opportunities Act of 1998 to appoint disabled veterans.
- (2) Worked with veteran rehabilitation counselors from the U.S. Department of Veterans Affairs in the referral, placement and job training of disabled veterans.

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=====

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INTERNAL ADVANCEMENT METHODS

- (1) Disabled veteran employees attended training courses to improve their opportunities for career advancement.
- (2) Produced grade point averages and time-in-grade analysis for the OAR workforce in order to review the effectiveness of efforts to promote disabled veterans.

- (3) OAR divisions submitted quarterly reports on lab activities including special positions/accommodations established.

MONITORING AND EVALUATION

Individual Line and Staff Offices, in conjunction with the NOAA Civil Rights Office, have responsibility for monitoring and evaluating the effectiveness of their affirmative action program for disabled veterans. This is accomplished through the efforts of EEO Program Managers and designated focal point coordinators who work on the disabled veterans program. These focal points are responsible for networking with disabled veterans organizations, colleges, and trade schools to identify persons for employment.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR DISABLED VETERANS

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NOTEWORTHY ACCOMPLISHMENTS

The following are Line Office specific highlights:

- < The Office of Finance and Administration hired 1 disabled veteran; and promoted 1 disabled veteran and 1 veteran with a 30% or more disability.
- < The National Marine Fisheries Service hired 2 disabled veterans.

- < The National Ocean Service promoted 2 disabled veterans.
- < The National Weather Service hired 1 disabled veteran; and promoted 5 disabled veterans and 3 veterans with a 30% or more disability.
- < The National Environmental Satellite Data Information Service promoted 1 disabled veteran.
- < The Eastern Administrative Support Center entered into an agreement with the U.S. Department of Veterans Affairs, Vocational Rehabilitation & Counseling Division to provide work experience training to 2 disabled veterans. One veteran gained experience as a Web Page Designer in the Systems Division and the other veteran gained experience as an Accountant in the Finance Division.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR DISABLED VETERANS

FY 2001 AFFIRMATIVE EMPLOYMENT PLAN

- | | |
|---|--------------------------------|
| C | RECRUITMENT AND HIRING METHODS |
| C | INTERNAL ADVANCEMENT METHODS |
| C | IMPLEMENTATION AND MONITORING |
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The following methods will be used to seek out applicants who are disabled veterans. These methods will include special efforts to recruit veterans who are 30 percent or more disabled.

RECRUITMENT METHODS

- (1) Increase and cultivate contacts with local veteran organizations, employment referral organizations, and rehabilitation counselors with the objective of augmenting the number of disabled veterans (with emphasis on those with a 30% or more disability) who are referred and permanently placed in NOAA installations.
- (2) Actively participate in Veterans Administration and other Federal programs and initiatives which provide hiring and recruitment opportunities for disabled veterans, especially those who with a 30% or more disability.

- (3) Increase disabled veterans access to NOAA job vacancies by continuing to place NOAA vacancy announcements on the Internet, and distributing hard copies to local veteran's organizations, and Veterans Administration Offices.
- (4) OAR will continue to inform disabled veteran sources of the Nuestro Talento (Talent Bank), Denver Noticiero and special hiring authorities such as the VRA.
- (5) Attend annual conferences such as the Disabled American Veterans and The President's Committee on the Employment of Persons with Disabilities.
- (6) NWS will identify a Disabled Veteran Program Coordinator.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR DISABLED VETERANS

FY 2001 AFFIRMATIVE EMPLOYMENT PLAN

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-
- | | |
|---|--------------------------------|
| C | RECRUITMENT AND HIRING METHODS |
| C | INTERNAL ADVANCEMENT METHODS |
| C | IMPLEMENTATION AND MONITORING |
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HIRING METHODS

When the opportunities arise to hire from a pool of applicants that includes disabled veterans over the coming year, NOAA selecting officials will, to the greatest possible extent:

- (1) Utilize the Veteran Readjustment Appointment (VRA) authority to hire disabled veterans.
- (2) Seek opportunities to utilize the special temporary hiring authority for disabled veterans, including those with a 30% or more disability and, when possible, convert them to career-conditional.
- (3) Work with the Veterans Administration and participate in programs and initiatives which provide hiring and recruitment opportunities for disabled veterans, especially those with a 30% or more disability.

INTERNAL ADVANCEMENT METHODS

The following methods will be used to help provide internal advancement for disabled veterans, including those who are 30 percent or more disabled:

- (1) Provide cross training and developmental assignments to interested, qualified disabled veterans.
- (2) Provide disabled veterans opportunities to participate in training courses, seminars, and upward mobility opportunities when they are available.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR DISABLED VETERANS

FY 2001 AFFIRMATIVE EMPLOYMENT PLAN

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- | | |
|----------|---------------------------------------|
| C | RECRUITMENT AND HIRING METHODS |
| C | INTERNAL ADVANCEMENT METHODS |
| C | IMPLEMENTATION AND MONITORING |
-

INTERNAL ADVANCEMENT METHODS (cont'd)

- (3) Provide training for managers and supervisors on the placement and counseling of disabled veterans.
- (4) Provide cross training and developmental assignments/programs for disabled veterans.

IMPLEMENTATION AND MONITORING

Individual Line, Staff and Program Offices, will have responsibility for monitoring and evaluating the effectiveness of their affirmative action program for disabled veterans during Fiscal Year 2001. This will be accomplished through the efforts of EEO Program Managers in the Line Offices and other designated focal point coordinators throughout the Agency who are tasked with working on the disabled veterans program. These focal points are responsible for networking with disabled veteran organizations, colleges, and trade schools to identify persons for employment.

The NOAA Civil Rights Office will monitor the implementation of the NOAA plan. NOAA Line, Staff and Program Offices will receive copies of this accomplishment report and plan. Copies will also be provided to the servicing Human Resources Management Office in the Administrative Support Centers.

APPENDICES

